

From: AD Budget Planning and Human Resources/ARL/R9/FWS/DOI
To:
bcc:

Date: Thursday, May 11, 2006 11:20AM
Subject: New Employee Orientation Announcement

Target Audience:

The Branch of Headquarters Operations, Division of Human Resources, will hold an orientation for new employees on June 6-7, 2006. Career and career-conditional employees new to the Service (within 6 months to 1 year), employees new to Headquarters from other Regions, or any employee, including contract employees, wishing to learn more about the Service's mission will be welcome. **Priority will be given to new Government employees.**

Course Description:

This 2-day orientation program focuses on the organizational structure and mission of the FWS Headquarters operations and introduces the participants to the functional responsibilities of each office. This orientation will include speakers from the various program offices and will include a tour of the Patuxent National Wildlife Refuge on the second day.

This orientation is not meant to replace or substitute for the Foundations course at NCTC. However, it is intended to meet the FWS requirements of conducting a regional New Employee Orientation Program.

Learning Objectives:

Upon completion of the course, participants will learn about:

- Washington Office operations, organizations, programs and current key issues;
- Their rights, benefits and conditions of employment;
- The Service's culture and history, its workforce, its values and ethics, its vision

for the future; and

- The purpose of an Individual Development Plan and how it is used to assist in their FWS career development.

Date and Time:

June 6-7, 2006

8:30 am - 4:30 pm

Participants should adjust their work schedules and transportation arrangements accordingly. Employees nominated are expected to attend the entire program.

Location:

4501 N. Fairfax Drive, Room 2064
Arlington, Virginia

Tuition:

No cost

Registration:

Please use the form located at http://www.fws.gov/hr/NEO_Registration_form.doc to register. Registration for this class **must** be faxed to the Human Resources office by close of business **May 29, 2006**.

Forms may be faxed to 703-358-2525. For more information please contact Fred Batts, Human Resources Specialist, Headquarters Human Resources at 703-358-2328.